



Master's Agreement between student and home department

Home department:

Master's programme:

Deadline for submission of completed form:

15 September (for students admitted in the autumn semester)

15 February (for students admitted in the spring semester)

1. Student's personal details	
Family name, first name:	
Date of Birth:	
Semester address:	
Telephone no:	
Home adress:	
Telephone no.:	
NTNU e-mail address	

Please remember to inform your department of any changes, in addition to updating your registration on the Student Web (<http://studweb.ntnu.no/>).

2. Planned topic and provisional title for your Master's thesis	If this has not been decided by the time you submit and sign the agreement in your first semester of study, you may leave this space blank until the second semester
Provisional/working title:	
Final agreed topic along with a short project plan must be submitted by (date) - NB! The Department is responsible for filling out the date by which the thesis must be submitted:	

3. Academic Supervisor	If your supervisor has not been appointed by the time you submit and sign the agreement in your first semester of study, you may leave this space blank until the second semester
Supervisor:	
Co-supervisor (where applicable):	

In the event that a co-supervisor is appointed, this appointment must follow the submission and approval of the final topic for your Master's thesis.

4. Plan for the implementation of the Master's programme	
Semester and year of admission	
Final semester (thesis completion) of nominal study period (two years)	
Final semester (thesis completion) of part-time study period (maximum four years)	
Brief description of your reason to apply for part-time studies	

Students are obliged to complete their degree within a specified length of time. Accordingly, students who for some reason need/wish to study part-time, or during the course of study require absence of leave, must apply to their Department. Part-time studies and leaves of absence must be noted on this form where applicable.

5. Place of work	
Personal or shared space in reading room at Dragvoll	
At home	
Other, please specify:	

6. Guidelines for the Master's Agreement between student and home department – rights and duties

6.1 The Master's Agreement is a part of the student's individual education plan. The agreement is a binding contract describing the relationship and co-operation between the student, his/her academic supervisor and the responsible Department. The agreement specifies the rights and duties that follow from being accepted into a Master's Programme, and by signing the Master's Agreement.

6.2 Students who are admitted to a Master's programme are obliged to sign their Master's agreement and confirm their individual education plan by *15 September* for students admitted in the autumn semester and *15 February* for students admitted in the spring semester). In order to activate the right to academic supervision and a personal or shared place in the reading rooms at Dragvoll, the student must sign the Master's Agreement, confirm the individual education plan each semester, and pay the semester fee.

6.3 The student's progression must be specified in the agreement, and confirmed in the Master's Agreement, and confirmed through the student's individual education plan. The agreed progression of study is based on the nominal length of two years of full-time study (30 ECTS credits per semester/60 ECTS credits per year). However, it is possible to apply for permission to study part time (see *Study regulations at the Norwegian University of Science and Technology*, § 8). It is possible to complete the course of study as a part-time student with maximum four years of study. The time frame is stated in the Master's Agreement and in the individual education plan. The Faculty can suspend the right to

study if students fail to complete their course of study within the agreed time frame, without valid reason such as illness, approved leave of absence, etc (see Study regulations at the Norwegian University of Science and Education, § 4 no. 5).

6.4 Students are obliged to demonstrate progression in relation to the nominal length of study, unless their part time studies have been approved by the responsible department. Students can apply to the department for leave of absence and part-time study (see *Study regulations at the Norwegian University of Science and Technology*, § 7). Applications for leaves of absence due to predictable circumstances should be sent to the department by *15 September* for the autumn semester and *15 February* for the spring semester. In case where the need for a leave of absence is more urgent the department should be contacted as soon as possible. Students may be granted leaves of absence no more than two times, with a maximum duration of one year total. The student should have completed 60 ECTS before being granted a leave of absence. The Master's Agreement and individual education plan must be adjusted according to any leaves of absence or other valid reasons for delayed progression. Parental leave is regulated by *Act relating to universities and university colleges* § 4-5.

6.5 Students are entitled to a total of 60 hours of academic supervision while working on a Master's thesis that counts 60 credits. Students with a Master's thesis that counts 45 or 30 credits are entitled to a total of 40 hours. The time frame includes individual supervision as well as preparatory and supplementary work for the supervisor. The estimated ratio for individual supervision vs. preparatory and supplementary work is 1:3. The number of hours allocated to academic supervision is set irrespective of the total time the student uses to finish the Master's Thesis. Students who have exceeded their allocated time without submitting the Master's thesis will not obtain further hours of academic supervision. The time spent on the mid-way session between the student and the department (pt. 13) is included in the hours of academic supervision.

6.6 During the course of the academic supervision of the Master's thesis, the supervisor is specifically responsible for:

- giving advice regarding framing and limitation of the topic, and approach to the problem
- discussing and assessing hypotheses and methods
- providing advice regarding professional literature and sources/data, as well as required resources
- discussing matters of style, language, format and structure etc
- discussing results and their interpretation
- ensuring that s/he is updated on the student's progress vis-à-vis the appointed time frame and schedule
- providing the student with information about ethical guidelines in relation to the work on the Master's thesis in accordance with *Guidelines for research ethics in the social sciences, law and the humanities* (available here: <http://www.etikkom.no/In-English/Publications/>)

6.7 If the academic supervisor is absent for a longer period of time as a result of research leave, illness or travel, the department is responsible for appointing a new supervisor on the student's request.

6.8 The student is responsible for scheduling time for supervision within the time frame of the

Master's Agreement.

- 6.9 The student is obliged to keep the academic supervisor and the Department updated on his or her academic progress. If s/he for some reason is forced to discontinue the course of study for a period of one semester or longer, this must be agreed and approved by the Department **in advance**. Part-time studies and leaves of absence must be noted in the Master's Agreement if applicable.
- 6.10 If relations between the student and the supervisor become problematic for either part, one or both of the party may ask to be released from the agreement. The Department is obliged to appoint a new supervisor if such a request is made.
- 6.11 The Master's Agreement must be revised each semester in order to ensure that any necessary adjustments and changes to the agreement are made.
- 6.12 If the primary thesis is not given a passing grade, and the student submits a new thesis, the student and the Department must set up a new Master's Agreement based on planned and approved changes and improvements to the thesis (see *Study regulations at the Norwegian University of Science and Technology, § 31*).
- 6.13 A mid-way session should be held between the student and the department about halfway through the Master's programme to assess the progression of the work on the Master's thesis. If this meeting is between the student and the supervisor, a third party must be involved and present.

.....(DDMMYYYY)

Student

Academic supervisor*

Head of Department

*) The Academic supervisor signs the agreement after s/he has been appointed.